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Gerardo Zamora Lorenzo

December 17, 2018

**Attention:**

File #: MikesMaster

Inv #: Sample

**RE:** Gerardo Zamora Lorenzo v. Mike's Mastercraft Collision Center, Inc.,  
 EDNY Index No. 18-cv-1341

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>LAWYER</b>
Feb-28-18	contacted client about case	0.10	45.00	MF
Mar-02-18	drafted and corrected complaint; sent to staff for filing	1.80	810.00	MF
Jun-27-18	draft letter motion to adjourn initial conference	0.20	80.00	JA
Jul-31-18	preapre for initial conference; compelte draft questionnaire; draft and serve initial disclosures and discovery requests	2.10	840.00	JA
Aug-01-18	preapre for and attend initial conference; send list of proposed mediators to D attorney	2.40	960.00	JA
Aug-13-18	review defendant initial disclosures, coordinate mediator selection	0.50	200.00	JA
Aug-14-18	discussed status of case with staff	0.10	45.00	MF
Aug-20-18	draft mediation statement	0.50	200.00	JA
Aug-27-18	prepare for and pariticiapte in call with mediator and D attorney	0.60	240.00	JA
Sep-05-18	edit mediation statement	0.10	40.00	JA

Sep-07-18	finalize and submit mediation statement	0.40	160.00	JA
Sep-17-18	prepare for mediation	0.30	120.00	JA
	discussed case with JA	0.40	180.00	MF
Sep-18-18	prepare for and attend settlement conference	4.00	1,600.00	JA
	advised JA on the settlement conference	0.20	90.00	MF
	discussed latest settlement negotiations with JA	0.10	45.00	MF
Oct-08-18	review settlement agreement draft, draft confession of judgment	0.50	200.00	JA
Oct-15-18	email D attorney re settlement, confession of judgment	0.10	40.00	JA
Oct-25-18	draft fairness letter	0.50	200.00	JA
Oct-30-18	revise fairness letter	1.30	520.00	JA
	Totals	16.20	\$6,615.00	

**DISBURSEMENTS**

	Filing Fee	400.00	
Apr-24-18	Process Server Mike's Mastercraft Collision Center, Inc	64.00	
	Process Server Mike Peric	50.00	
	Process Server Nedeljka Peric	50.00	
Aug-20-18	Mediation fee	500.00	
	Totals	\$1,064.00	
<b>Total Fee &amp; Disbursements</b>			<b>\$7,679.00</b>
<b>Balance Now Due</b>			<b>\$7,679.00</b>